

Meeting Date:
February 7, 2001

Members Present:

Wanda Martin (Recorder)
Greg Jordan (Treasurer)
David Shonle (County Clerk, proxy)
Marty Womacks (Auditor)
Terry Nelson (Auditor, proxy)
Earl Morgan (Controller, proxy)

Others Present:

Andy Seiwert (Office of Corporation Counsel)
Heather Smith (City-County Council)
Gordon Hendry (Mayor's Office)
Pat Montgomery (Warren Township Trustee's Office)
Greg Ray (Office of Corporation Counsel)
Dale Brewer (Recorder's Office)
Louise Betts (Town of Speedway)
Sharon Zisitrez (Town of Speedway)
Deborah Green (Controller's Office)
Mark Mertz (Commission Counsel)

The meeting was called to order by Chairman Wanda Martin.

Approval of Minutes: A motion was made by Greg Jordan to approve the minutes of the June 27, 2000 meeting. Motion was seconded by David Shonle and unanimously approved.

Auditor's Office: A request was made to destroy the following records: Attached is the twelve-page listing. Mr. Seiwert, counsel for the Auditor, analyzed the listing and believed that the items fell within the guidelines. He verified that items 1707, 1717 and 1709 on page 1 were over ten years old. Mr. Jordan moved to accept this request. The motion was seconded by Mr. Shonle and unanimously approved.

Purchasing Division, Controller's Office: An amended request was made to microfilm and destroy the following documents: Professional Contracts (1997), Bonds (1996 & 1997), Bonds (1994), Miscellaneous Items (prior to and/or 1997) and Annual Contracts (1995, 1996, 1997). Greg Jordan moved to accept this request. The motion was seconded by Terry Nelson and unanimously approved.

Office of Corporation Counsel: Scott Kreider, Hearing Officer for the Marion County Commissioners, made an amended request to destroy Poor Relief Decisions (1992 through 1997). Greg Jordan moved to accept David Shonle seconded this request and the motion. The motion was unanimously approved.

Civil Town of Speedway: A request was made to destroy the items on the attached six-page listing.

Mr. Jordan moved to accept this request. Terry Nelson seconded the motion and it was unanimously approved.

Warren Township Trustee's Office: A request was made to destroy the following: Poor Relief Applications (January, 1984 through December, 1989) and Poor Relief Phone Interview Notes

(January, 1984 through December, 1989). A motion was made by Greg Jordan to accept this request. David Shonle seconded the motion and it was unanimously approved.

City-Council: A request was made to microfilm and destroy the following: Action sheets, minutes, agendas, renumbered agendas and calendar of proposals (1997); Proposals Nos. 1-324 (1998); Proposals Nos. 325-625 (1998); Proposals Nos. 626-772 (1998); General Orders 1-133 (1998); General Orders 134-172 (1998); S.O. 1-11 (1998); G.R. 1-21 (1998); S.R. 1-61 (1998); C.R. 1-73 (1998); F.O. 1-50 (1998); F.O. 51-167 (1998); PSSD 1-9 (1998); FSSD 1-2 (1998); SWSSD 1(1998); Rezoning Ordinances 1-258 (1998). Mr. Jordan moved to accept this request. Terry Nelson seconded and the request was unanimously approved.

Marion County Clerk's Office: The following items were requested to be destroyed: Cash Drawer Reports (1993-94); Municipal Cash Books (1993-94); General Paid Receipts (1993-94); Voided Transactions (1993-94); Daily Summaries & Terminal Reports (1990-94); General Cash Books (1991-94); Daily Cash Receipt Register (1993-94); Daily Check Register (1993-94); State Welfare Daily Register (1993-94); ACH Payee (1993); Municipal Check Registers (1993-98); Check Register Reports (1991-97); Receipts/Disbursements/Lockbox (1994-98). Greg Jordan moved to approve this request. The motion was seconded by Terry Nelson and unanimously approved. Noted on this PR1 form was the statement that these items are on a retention schedule but the State Board of Accounts (SBA) does not audit the county rather a private accounting firm (KPMG). Attached is a copy of an e-mail received by the Auditor's office that states no decision has yet been made if the State will accept the private audit in lieu of an SBA audit to fulfill the retention requirements.

OLD BUSINESS

Publicity Committee: Mr. Jordan announced that he, Earl Morgan and David Shonle will hold the first meeting of the Publicity Committee to promote the work of the Commission on Public Records is scheduled for next week. He will report back at the next meeting.

There being no further business, Wanda Martin adjourned the meeting.

Wanda Martin, Chairman

Sarah M. Taylor, Secretary